

Standing Orders.

1. **Powers and Duties of the Chairman:**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

2. **Proper Office:**

The Proper Officer of the Council is the Clerk. Other duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description. The Responsible Financial Officer of the Council is a councillor elected at the Annual General Meeting of the Council.

3. **Quorum:**

Three Members shall constitute a quorum. If a quorum is not present when the Council meets or if during a meeting the number of members, for whatever reason, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

4. **Voting:**

Members shall vote by show of hands unless the meeting decides otherwise.

If the meeting so requires, the Clerk shall record the names of the members who voted on any question and how they voted.

5. **Order of Business:**

The order of business shall be stated on an agenda paper which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

6. **Resolutions Moved on Notice:**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item or notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution as least seven clear days prior to the meeting to which that agenda relates.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

7. **Resolutions Moved Without Notice:**

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolutions shall be put to the vote without discussion.

8. **Rules of Debate:**

All remarks shall be addressed to the Chairman.

No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialed by the Chairman.

A Member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion amendment.

A Member shall direct comments to the question under discussion or to a personal explanation or to a point of order.

No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have the right of reply not exceeding one minute.

The ruling of the Chairman on a point of order or on the admissibility of an item shall not be discussed.

A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Whenever the Chairman rises to his feet during a debate all other Members shall be seated and silent.

9. **Closure:**

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such a motion if he feels that the question before the Council has not been sufficiently debated.

10. **Rescission of Previous Resolutions:**

A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three Members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

11. **Confidential Business:**

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

12. **District Councillors:**

District Councillors who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes and other relevant documentation. They may be allowed to speak at the discretion of the Chairman.

13. **Length of meetings:**

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

14. **Planning:**

An outline of every planning application notified to the Parish Council will be posted on the village notice board. A date will be set by which parishioners must arrange to inspect plans lodged with the Clerk so their comments can be considered by the Planning sub-committee of the Parish Council.

15. **Suspension of Standing Orders:**

These Standing Orders may be suspended at any time and for any period of time by resolution.

16. **Smoking:**

Smoking shall not be permitted during meetings.

17. **Standing Orders to be Given to Members:**

A copy of these Standing Orders shall be given to all Members.

18. **Financial Regulations:**

Financial regulations attached are considered to form part of these Standing Orders.

19. **Interpretation:**

In these Standing Orders words importing one sex shall include all sexes and the singular includes the plural and vice versa.

Minuted and approved at the council Meeting on 18th May 2004

Signed:

Chairman
Filkins & Broughton Poggs Parish Council